Financial Services (OFS)

2017 Parent’s ROAD Session
ROAD Presentation

- Will be on to our website
  - financialservices.luther.edu
  - Cost and Payment Options page
Agenda

- Which Office?
- financialservices.luther.edu
- Payment Due Dates
- Monthly payment plans
- Work Credit Plans
- Checking Accounts for Students
- Other
- Parent Portal
Which Office?

- Financial Services
  - Processes charges to the student receivable based on information from other offices
  - Answers statement of account questions
  - Processes student receivable, monthly payment plan, and work credit plan payments

- Financial Aid Office
  - Awards financial aid
  - Processes Private Educational Loans
  - Processes Outside Scholarships
Financial Services

Student Information

Below you can find links to find student receivable information including:

- costs and payment options
- student forms
- frequently asked questions

The Office for Financial Services processes student billing information received from the Registrar, Residence Life, Dining Services, Music Office, Library, Safety and Security, and Health Service.

Financial assistance information for current, new, or prospective students is available on the Financial Aid Office website.
financialservices.luther.edu

- Student Forms
  - Monthly payment plan, work credit plan
- Cost and Payment information
  - Parent portal
  - Extra Credit Hours
  - Late charges
  - Music Lessons
  - NordiCash
  - Deposit Information – pay an enrollment deposit EACH year
- Etc . . . . Much more information available!
Frequently Asked Questions

These FAQ, along with the back of the statement of account, give a very good background of what OFS is all about
Payment Due Dates

- Payment Due Dates
  - Aug 10 (fall) and Jan 10 (spring)
  - Dates never change
  - Payment needs to be received by these dates

- Debit/credit card & e-check only available on my.luther.edu
  - 2.5% convenience fee for debit and credit card payments
  - E-check payments are free
Payment Due Dates

- Students receive emails on a monthly basis requesting they review statement of account and remit the outstanding balance due
  - Correspondence is not sent to parents
  - Important for student to read these emails
Payment Due Dates

- Late charge information on our website
  - Student receivable balance needs to be paid in full on the 10th of each month to avoid a late charge
  - Pending financial aid may also cause a late charge
- See the policy on financialservices.luther.edu for more information
Monthly Payment Plans

- Need to complete a new application each year
- Turn application in by July 1st
- July 15th – Oct 15th and Dec 15th – Mar 15th
- No charge for EFT (electronic funds transfer) option
  - Payment is automatically deducted from the bank account each month
- $100 charge per semester if a check is sent each month
- Plans are not automatically revised if student receives additional financial aid (example: outside scholarships, loans). Need to contact OFS to request revision.
Work Credit Plans

- Need to complete a new application each year
- Turn application in by July 1st
- Only August – April earnings (estimated at 90%) are applied to the work credit plan
- Cannot split earnings, ALL to the work credit plan until paid in full, then go to the student’s bank account
- Student needs to complete and submit the Direct Deposit Form with bank information
Student Checking Account

- Things to consider:
  - If the bank account is at home, parents can easily deposit funds in the checking account if there is an emergency
  - ATM machine is in the lobby of the Union
  - Owned by Decorah Bank & Trust
  - Checks can be cashed (up to $150) at Financial Services. Open 9 a.m. to 4 p.m. Monday – Friday.
Other

- NordiCash
  - Can be used in the Book Shop, Box Office, Cafeteria, C-Store, Nordic Brew, Marty’s, Oneota Market, Peace Dining Room, Mail Center, Sunnyside, Go-Print, and Document Center
  - Deposit funds into NordiCash at OFS
  - Use student ID card to make the purchase

- Washing Machines
  - A card (NOT the student id card) is purchased in the Union (by the ATM machine) for $5. Then load the card in increments of $5. Do NOT lose the card as anyone use the card.
Parent Portal

- Using my.luther.edu, students grant rights to parents on the Student Menu under User Profile
  - Parent will receive an email with a username and password
- Rights granted:
  - Financial
  - Academic
  - Both
- Students need to grant parent financial rights to the portal in order for OFS to visit with the parent
  - Please have the student id number available when you call OFS
After student grants rights AND parent receives email with username and password, access the parent portal by going to my.luther.edu
My.luther.edu

click on Log In

Welcome Guest!

MyLuther gives students, faculty, and staff web access to D2L. Click here for FAQ and problem resolutions.

***LOG IN FIRST then select the Students, Faculty, Employees or Advancement Officers menu.
Login page - enter username & password
Home page
click on Students
Student Menu - click on Access for Student’s Info
Access for Student’s Info – click in box, click submit
Access for Student’s Info
choose action
View Statement of Account

**You may include your spring financial aid on your statement of account prior to January 1, by checking the "Include pending spring financial aid?" box below.**

**Remember, spring semester financial aid cannot be used to pay Fall charges. Do NOT check the box when determining your fall balance due.**

See the help screen for more detailed information about the statement of account.

For questions about your statement of account, please contact
Office for Financial Services
Website: financialservices.luther.edu
Email: finserv@luther.edu
Phone: 563-387-1015

Note: Typically, only transactions from the past four years are available for viewing on your statement of account. Please contact Financial Services if you need to view older transactions.

Name: Sally Smith
Select beginning statement date - June 1, 2017
Include pending spring financial aid? 

SUBMIT
## Statement of Account

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Description</th>
<th>Charges</th>
<th>Payments/ Credits</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/17</td>
<td>***</td>
<td><strong>Balance Forward</strong>*</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>06/01/17</td>
<td>2017FA</td>
<td>Room (Double)</td>
<td>2,085.00</td>
<td></td>
<td>2,085.00</td>
</tr>
<tr>
<td>06/01/17</td>
<td>2017FA</td>
<td>Board (Meals)</td>
<td>2,400.00</td>
<td></td>
<td>4,485.00</td>
</tr>
<tr>
<td>06/11/17</td>
<td>2017FA</td>
<td>Co-Curr. Activities Fee Fall</td>
<td>110.00</td>
<td></td>
<td>4,595.00</td>
</tr>
<tr>
<td>06/11/17</td>
<td>2017FA</td>
<td>Technology Fee Fall</td>
<td>155.00</td>
<td></td>
<td>4,750.00</td>
</tr>
<tr>
<td>06/11/17</td>
<td>2017FA</td>
<td>Lifetime Academic Transcript</td>
<td>65.00</td>
<td></td>
<td>4,815.00</td>
</tr>
<tr>
<td>06/11/17</td>
<td>2017FA</td>
<td>Tuition - Fall</td>
<td>20,355.00</td>
<td></td>
<td>25,170.00</td>
</tr>
</tbody>
</table>

**Pending Financial Aid**

<table>
<thead>
<tr>
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<th>Credits</th>
<th>Balance</th>
</tr>
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<tbody>
<tr>
<td>2017FA</td>
<td>Dean's Scholarship</td>
<td>7,500.00</td>
<td></td>
<td>17,670.00</td>
</tr>
<tr>
<td>2017FA</td>
<td>Anticipated Outside Scholarship</td>
<td>550.00</td>
<td></td>
<td>17,120.00</td>
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<tr>
<td>2017FA</td>
<td>Anticipated EPIC Congregation Contributi</td>
<td>375.00</td>
<td></td>
<td>16,745.00</td>
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<tr>
<td>2017FA</td>
<td>EPIC Match</td>
<td>375.00</td>
<td></td>
<td>16,370.00</td>
</tr>
</tbody>
</table>

**Amount to Pay:**

16,370.00
With Work Credit Plan

<table>
<thead>
<tr>
<th>Date</th>
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<th>Payments/Credits</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/17</td>
<td></td>
<td>*** Balance Forward ***</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>06/01/17</td>
<td>2017FA</td>
<td>Room (Double)</td>
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** Work Credit Payment Plan(s) **

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Description</th>
<th>Payments/Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/14/17</td>
<td>2017FA</td>
<td>Planned Payment (WFM0486538)</td>
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</tr>
<tr>
<td>11/14/17</td>
<td>2017FA</td>
<td>Planned Payment (WFM0486538)</td>
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<tr>
<td>12/14/17</td>
<td>2017FA</td>
<td>Planned Payment (WFM0486538)</td>
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<tr>
<td>01/14/18</td>
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<td>375.00</td>
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<tr>
<td>2017FA</td>
<td>EPIC Match</td>
<td>375.00</td>
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</tbody>
</table>

Amount to Pay: 15,380.00
With Monthly Payment & Work Credit Plans

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
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</table>

** Monthly Payment Plan(s) **

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
<th>Description</th>
<th>Payment/ Credits</th>
<th>Balance</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>10/15/17</td>
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<td>Planned Payment (EFM0xxxxxxxx)</td>
<td>3,845.00</td>
<td>9,790.00</td>
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** Work Credit Payment Plan(s) **

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>10/14/17</td>
<td>2017FA</td>
<td>Planned Payment (WFMOxxxxxxx)</td>
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<td>9,541.00</td>
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<td>11/14/17</td>
<td>2017FA</td>
<td>Planned Payment (WFMOxxxxxxx)</td>
<td>247.00</td>
<td>9,294.00</td>
</tr>
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<td>2017FA</td>
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** Pending Financial Aid **

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<td>2017FA</td>
<td>Anticipated Outside Scholarship</td>
<td>550.00</td>
<td>750.00</td>
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</tr>
<tr>
<td>2017FA</td>
<td>EPIC Match</td>
<td>375.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Amount to Pay: 0.00
Music Lessons & Music Lesson Scholarships

- If the student has a music lesson scholarship and has not been charged for the lesson, please add $495 to the Amount to Pay. The actual music charge will be charged after the student has registered for the music lesson.
View Deposits

My.luther.edu

Deposits

Listed below are the deposits being held for you in Financial Services:

<table>
<thead>
<tr>
<th>Name: Saly Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deposit type</strong></td>
</tr>
<tr>
<td>Admission Deposit Fall 2017</td>
</tr>
</tbody>
</table>

Types of deposits shown here can include Admission deposit (incoming students), Continuing Enrollment deposit (returning students), Summer Enrollment deposit, J Term deposit, music tour deposit, international student teaching deposit, and Luther Study Away Program deposit.

Once a deposit is applied (allocated) to your student receivable, it will no longer show here. Then the deposit appears on your statement of account as a deposit allocation.

Please click on Help for more information about deposits.

OK
View Registration Clearance

My.luther.edu

Registration Clearance

Name: Sally J. Smith
Registration Clearance For: 2017FA

Registration Restrictions
Outstanding balance due. Please pay at Financial Services.

Click HELP in the top right corner for an explanation of the information displayed on this screen.

OK
View 1098T and W-2

- Parents can only view the 1098T and W-2 if the student has chosen to receive the form electronically on my.luther.edu.

- If student chooses paper, the form is sent to the students preferred mailing address (typically the home address).

- Luther has until January 31st to mail the forms to the students. Electronic forms are typically made available a few days before forms are mailed.
Pay on My Account

My.luther.edu

** This balance is BEFORE pending financial aid and the remaining monthly payment plan and/or work credit plan payments. Please see your statement of account (link below) for more details.

*** Remaining monthly payment plan and/or work credit plan payments

* = Required

<table>
<thead>
<tr>
<th>Payment Amount</th>
<th>Balance **</th>
<th>Description</th>
<th>Payment Plans ***</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>25,170.00</td>
<td>Account Balance, Student Receivable</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Amount Due ** 25,170.00

Payment Type

SUBMIT
Pay on My Payment Plan
Monthly & Work Credit

You have no balances remaining on your payment plans.
Please note that parents are not able to make credit card and e-check payments on the monthly payment and work credit plans. Please contact the student to make this payment using his/her Norse Key login and password. We apologize for this inconvenience.

OK
Pay a Deposit – Redirected to Official Payments

Make A Payment

Please select the State, Payment Entity and Payment Type from the menus below. Click “Make A Payment” button to continue with the payment process.

- A convenience fee may be charged for the use of this service and will be automatically calculated, if applicable.
- To determine the amount of the convenience fee in advance, please visit our Fee Calculator.
- Do not use your browser’s “Back” button. Instead, navigate using the buttons below.

State or Territory:
Iowa

Payment Entity:
Luther College

Payment Category:
Deposit Payment

Payment Type:
- Select -

Make A Payment

This page supports 128-bit SSL encryption as verified by DigiCert.
For customer service, please call toll-free 1-800-487-4567. Representatives are available Monday - Friday, 7:00am - 7:00pm CT.
Missing Documents
Financial Aid Office

My.luther.edu

CURRENT STUDENTS

My Documents

Documents are sorted by Status Date and Requesting Office

<table>
<thead>
<tr>
<th>Description</th>
<th>Status</th>
<th>Status Date</th>
<th>Due Date</th>
<th>Requesting Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal 9 Form</td>
<td>NOT RECEIVED</td>
<td></td>
<td></td>
<td>Student Fin. Planning</td>
</tr>
<tr>
<td>Iowa W-4</td>
<td>NOT RECEIVED</td>
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<td></td>
<td>Student Fin. Planning</td>
</tr>
<tr>
<td>W-4 Form</td>
<td>NOT RECEIVED</td>
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<td></td>
<td>Student Fin. Planning</td>
</tr>
<tr>
<td>2015-16 Processed Falses</td>
<td>Received</td>
<td>04/03/15</td>
<td></td>
<td>Admissions/FA</td>
</tr>
</tbody>
</table>

OK
ROAD Presentation

- Will be on to our website
  - financialservices.luther.edu
  - Cost and Payment Options page

- Fall Orientation presentation is also on our website
Questions?

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- Website: financialservices.luther.edu
- Email: finserv@luther.edu
- Phone: 563-387-1015